

**Town of La Pointe Zoning
Town Plan Commission Special Monthly Meeting Minutes
August 15, 2013**

FINAL Minutes as amended on September 4, 2013.

Town Plan Commission (TPC) Members Present: Ted Pallas, Chair, Charles Brummer, Vice-Chair, Suellen Soucek, Carey Baxter, Greg Thury (5).

Town Plan Commission members absent: Joan Martin (1).

Public Present: Paul Brummer, Holly Tourdot, Dave Thomas, Gary Rieman (4).

Town Staff Members Present: Lisa Potswald, Planning and Zoning Administrator (1).

I. Call to Order/Roll Call

Chair Pallas called the Meeting to order at 4:30 PM. Roll call reflected members present or absent as recorded above.

II. Public Comment

Dave Thomas wants to be included in the discussion on Section G; VII, a. – comprehensive plan survey.

III. Approval of Previous Meeting Minutes

G. Thury moves to approve the Town Plan Commission Regular Monthly Meeting minutes of August 7, 2013 as amended. S. Soucek seconds. Five in favor. Motion carries.

IV. Zoning Administrator's Report

The next Zoning Administrator's report will be submitted for the September 4th Town Plan Commission meeting.

V. Consideration and/or Action of Permit Applications

- a. **Zoning Administrator request for interpretation: Soucek complaint re: Gene Nelson property at 197 Big Bay Road, LP# 014-00470-0500.**

Mr. Nelson applied for and received a permit extension of one year.

VI. New Business

- a. **Member resignation/appointment**

The Town Board authorized posting for the open position. The posting will be closed on Monday, August 26, and an appointment will be made on Tuesday, August 27 at the Town Board meeting.

VII. Old Business

- a. **Comprehensive Plan Survey**

1. Finalize Survey

- Take out reference to duplicating survey and other changes
- Two surveys will be sent to property owners with 2 names and all voters
- Stamp surveys so shows the survey is original and not copied
- Send self-addressed, stamped envelopes
- Give two weeks for a response from date mailed
- D. Thomas recommended additional changes

- Copy of survey with memo to Town Board
2. Dates and agenda for Comprehensive plan meetings
Meetings are set for September 9, 17 and October 21, 24. Meetings will be from 4:30-6:00 p.m. at the library. The “menu” for the meetings was reviewed. Table hosts will be needed at each meeting – Zoning Administrator will arrange. Agenda with recommended changes agreed upon by consensus.
- b. Status Zoning Administrator Assistant**
Michaela Montagne will be starting as Town Clerk in the next week. Taking on the ZAA job will be discussed with her at that time, and a plan will be recommended at the next meeting.
 - c. Certified Survey Map – Richards**
No additional information to report.
 - d. Rieman Park**
Mr. Rieman was present at the meeting. Town Plan Commission members are waiting to see the results of the Town Park expansion. It was agreed to take this item off the agenda until there is something specific to discuss, and to notify Mr. Rieman when it will be next discussed.
 - e. Proposed Ordinance text changes**
 1. Final text changes to come from Attorney Fauerbach next week
 2. Review list of possible CUPs to develop final list

VIII. Future Agenda Items

- a. Certified Survey Map – Richards
- b. Town Plan Commission member appointment
- c. Comprehensive Plan survey and process
- d. Status Zoning Administrator Assistant
- e. Budget meeting for Town Plan Commission same day as Town Plan Commission meeting (October 16)

IX. Schedule Future Meetings

- a. Next Regular Monthly Meeting to be held **Wednesday, September 4, 2013 at 4:30 p.m.**

X. Adjournment

G. Thury moves to adjourn. S. Soucek seconds. All in favor. Motion Carries Meeting ends at 5:25 p.m.

Town Plan Commission minutes respectfully submitted by Lisa Potswald, ZA on Monday, August 26, 2013.